



## Board Meeting Minutes

Meeting Information	
<b>Date:</b>	August 24, 2016
<b>Time:</b>	7:00pm
<b>Location:</b>	Renaissance Academy, 3435 North 1120 East, Lehi, UT.
<b>Next Meeting:</b>	September 21, 2016

Attendee Information			
Board Members		Schoolhouse	
Attended	Name	Attended	Name
x	Carolyn Bayly, Board Chair	x	Mark Ursic, Executive Director
x	Jared Barfuss, Board Vice Chair	x	Stephanie McCappin, Dean
x	Ryan Hunter, Board Member	x	Patti Davis, Office Manager
x	Jennifer Orten, Board Member	x	Emily Simons, Executive Assistant
x	Monica Wonnacott, Board Member		
x	Chris Wareham, Board Member		
x	Mike Bentley, Board Member		

Motions			
#	Motion made by	Motion	Vote
1	Jared Barfuss	Move to closed session “described under Section 52-4-204 will be held for: (a) discussion of the character, professional competence, or physical or mental health of an individual and (d) strategy session to discuss the purchasing, exchange, lease or sale of real property.”	Monica Wonnacott seconded the motion. All voted in favor by name.
2	Ryan Hunter	Motion to close the meeting.	Jared Barfuss seconded the motion. All voted in favor.

Time	
7:22pm	<b>Welcome and Call to Order</b>
7:23pm	<p><b>Budget</b></p> <p>Mark went over the FY 2017 budget. This is the first year with the Average Daily Membership is driving our numbers. Our projected net income is 22K so we are going to have to make some adjustments.</p> <p>We do have some clean-up to do on where we categorize things. For example, expenses for things like after-school programs, ballroom, etc. Last year, they were grouped into different categories. This year they will be looking to have it be a more general category.</p> <p>There isn't a report that prints off from Quickbooks that is similar to what we've been using so it takes time manually transferring the data to the report. The Board recommended figuring</p>

	<p>out if there is some way to get a report from Quickbooks even if it's not the same format as what we have been using.</p> <p>Mark made some adjustments to the health benefits. There are a couple things that are shifting through the first half of the fiscal year. The number they give us is based on the number of people who enrolled last year (they don't have all of our new employees yet). It will need to be adjusted again, hopefully before the October Board meeting and they will be able to adjust the price based on the new employees.</p> <p>In Middle Schools the enrollment has shrunk significantly. 7<sup>th</sup> grade the schedule was set up with three sections but now we only need two so that gives the MS teachers an extra period they don't teach and they could support the rest of the school. That will reduce our Aid staff too.</p> <p>We need to look at the amount spent on Special Education services last year which was exceptionally high. Outsourced services will help. We will try to take parts of those services out. They will be looking at that between now and the next board meeting to go over next month.</p>
7:57pm	<p><b>Enrollment</b></p> <p>The Board looked at a comparison of last year's lottery and this year's lottery. We are between about 723 and 728 kids as of right now. Most of the drop is in Middle School. We ended last year with 135 Middle School students and we are down to 95 now. Mark plans to put together a chart that looks at the main reasons for families leaving the school. Jared asked if we see how it goes with 95 Middle School students and decide if it would be worth it to keep our Middle School.</p>
8:16pm	<p><b>5<sup>th</sup> Grade Structure</b></p> <p>We have gotten a lot of good feedback on the new 5<sup>th</sup> grade structure. The kids seem to love it. It has some moving parts because the number of kids in 5<sup>th</sup> grade and the sections are a little more balanced. There are 35 kids in 5<sup>th</sup> grade immersion which is too many to have in one class all the time. They are in two classes now. We were one elementary teacher short because a teacher quit right before school.</p>
8:28pm	<p><b>Reporting</b></p> <p>The October 1 count report is coming up. We had our audit this week. They ask lots of questions and for samples of things. We provided them with all information they requested. For the next several months they will email us with questions and it takes until November for them to finish it up. Towards the end of that dialog, they make journal entries to make adjustments for the fiscal year. There didn't seem to be anything in particular they were concerned with. If there is one thing that may generate more questions, it is a flow through account. When we get a statement, we pay the whole bill and the expense goes into that holding account. Between September and January Red Apple didn't go back and allocate that money when it should have been. They are aware that was Red Apple's issue.</p> <p>The audit committee will be getting together to meet.</p>
8:36pm	<p><b>Network Infrastructure Project</b></p> <p>We replaced the firewall and all of our switches. Before it was hard to find switches and ports. Now we have upgraded and they should be able to handle the connection. The wireless access points have been upgraded too. We added two more than we used to have. We did it for a lot less than we originally bid out. It costs about \$25,000. Hopefully this will help teachers be able to use the different programs such as Imagine Learning and ALEKS.</p>

8:39pm	<p><b>School Wide Goal this year</b></p> <p>Last year a number of the teachers suggested that there should be a school wide goal that would bring everyone together. One thing that the Admin noticed was that irrespective of what kind of issue, some of the contributing factors to low scores had to do with teacher preparation and planning. When Mark talked to the 6<sup>th</sup> grade team, he asked them how they really worked together and it had to do with collaboration and planning. They all share a philosophy of collaboration.</p> <p>This year the school wide goal is that teachers will use proper assessment and data to help with planning and assessments. To help with this goal, we have purchased two software programs. One is called "Plan book." As a school, we can set up the requirements/template. It gives us a central oversight over everybody's planning. Shelby is working directly with the teachers this year and she'll be the one reviewing that. They do a week of lesson plans at a time. This will help teachers to plan the school year, look at their pacing and be able to identify the kids who are understanding and mastering the material. They can help those kids who do not understand.</p> <p>The second tool is called "Mastery Connect" which allows you to very quickly put together standard based assessments. The teachers can go in and say they want to test a certain standard and it will give them a test. One of the features that is an automatic grading feature which requires you to do a multiple choice assessment. This feature can be very useful most of the time for quick assessments. It automatically grades the paper from a picture and drops the grade into the program. It accurately prepares them for the end of year test. This will help identify the kids early on that need extra help.</p>
9:04pm	<p><b>Aristotle Update</b></p> <p>They sent a proposal to the school. There was a meeting with them. In that meeting, we told them that the changes they made to the proposals wouldn't work. They said okay. The proposal was approved by their board vb. They have refined two parts. They lowered their enrollment cap to meet one of the state metrics. One of the metrics is if they have at least half of their seats filled (so they lowered their seats). What we've done is prepared an application to reinstate the higher amount. That will be considered at the next meeting in addition to our proposal which contains its own requirements. We asked for it to be increased over three years.</p>
9:09pm	<p><b>Motion</b></p> <p>Jared made a motion to move to closed session "described under Section 52-4-204 will be held for: (a) discussion of the character, professional competence, or physical or mental health of an individual and (d) strategy session to discuss the purchasing, exchange, lease or sale of real property." Monica seconded the motion. All voted in favor by name.</p>
11:00pm	<p><b>Motion</b></p> <p>Ryan made a motion to close the meeting. Jared seconded the motion. All voted in favor.</p>